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FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 7 OCTOBER 1986

1. Status of Tasks Assigned by Senior Management:

a. At the request of Mr. Henry Mahoney, ADDA, Facilities Management Division personnel have been working with OIT representatives to relocate OIT contractor personnel from Room 6F50. This room will be made available to the Counterterrorist Center for further expansion of their activity. The occupants of 6F50 will be relocated to Room GK61 after minor renovations have been completed. X/c

2. Major Events That Have Occurred During the Preceding Week:

a. On 29 September, five staff and 20 contract employees relocated furniture within 1215 Ames Building for a DCI Task Force. The furniture was moved several times within this area so the workmen could perform construction work to renovate the area for the task force. 10

b. Two moves were made on 1 and 2 October: 79 pieces of furniture, including 11 safes, were moved from the Commonwealth Building and 108 pieces of furniture were moved from South Building. X/c

c. During this reporting period, the Mail and Courier Branch provided special support to the Agency's Operations Center. Five ~~separate~~ special deliveries were made between the White House, the Pentagon, and the CIA Operations Center in yes

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d. Once again, a significant number of Mail and Courier Branch personnel have reached or will very soon reach the end of their initial one year of employment. Several of these individuals (10) are actively seeking to move into other career fields throughout the Agency, including other assignments within the Office of Logistics. In addition, we have three employees who are seeking employment outside of the Agency. Our on-board personnel strength stands at 73, the current minimum needed daily to operate efficiently. To maintain adequate courier service levels, it is imperative that the one-for-one employee release system be continued anytime our on-board strength drops below 75. Past experience has shown that nearly every hiring office within the Agency has been understanding of our personnel situation. To date, no employee has lost a position he or she has been accepted for.

X/0 -

e. Over the weekend of 4 and 5 October, seven project officers worked a total of 67 hours on Saturday and 24 hours on Sunday managing various renovation projects and outages on the Headquarters compound and emergency generator repairs at

No -

f. Drawings and cost estimates were completed this week for a covered platform to be built at the West end of the new North Loading Dock. This platform will enable service of three electric compactors and two dumpsters and will be accessed through the last loading bar door.

No -

g. The renovation project of GJ10 and GJ20 area for the Deputy Director of Operations, Information Management Staff, in support of the installation of a new Uninterruptible Power Systems (UPS) is progressing smoothly. At present, preparations are being made to start the 30-day acceptance load testing of three of the new 500 KW units; testing to begin approximately 14 October. At this time, project completion is scheduled for approximately 1 March 1987.

Yes -
(9)

h. On the morning of 2 October, two employees slipped on the wet plywood ramp installed by the Bid Pack Four Contractor at the Northeast Entrance to Headquarters. One employee sprained her ankle and the other injured her knee. Allied responded by covering the ramps with a sandpaper type matting and putting signs in the area.

1/0

i. On 27 September at 0300 the Teledyne Module Number One UPS located in GJ16 went down. The cause was unknown and the system did not go into bypass. The System was brought up at 1100 on 28 September.

X/0

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25X1 j. ~~Facilities Management Division~~ plans to upgrade the Auditorium lower lobby and to professionally display ~~the~~ Langley area Civil War material collected by the Historical Intelligence Committee as part of the project. ~~This request is a result of the Public Affairs Office to present a more attractive image to Headquarters Building visitors who never see more of the Agency than the Auditorium and the adjacent upper and lower lobbies. The Interior Design Staff is coordinating the project which will also include permanent furniture, better lighting, cloak storage, color accents, new flooring and upgraded restrooms. Target completion date is March 1987.~~ [redacted]

Yes
(H)

3. Upcoming Events:

25X1 a. A new staff will be formed within Facilities Management Division. This staff will be called the Headquarters Consolidation Staff (HCS) and will be working on the backfill of the new building. Design Branch will prepare for a relocation to Room 3E24 with the HCS tentatively planning to occupy 1F69. [redacted]

No -

4. Management Activities and Concerns:

25X1 The Facilities Management Division Planning session at Xerox on 2 and 3 October was considered most beneficial by the 29 people who had the opportunity to attend. Candid discussions were held on a variety of issues such as management styles, communications, staffing, public relations, past problems, reorganization, and plans for the future. We looked at what lies ahead and it was obvious that all in attendance felt that the challenge will be great but one which we can meet as long as we operate as a team.

No -

[redacted]
Facilities Management Division, OL